



PERSONAL PROPERTY HANDBOOK

JUNE 2001

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MASC

PERSONAL PROPERTY UNIT

The following information is intended to assist Property Accountability Officers, Property Custodians, and/or their designees to understand and fully participate in NOAA's inventory, acquisition, maintenance, and excess removal processes and systems. If you have any questions or need clarification or further explanation, please contact the MASC Personal Property Unit Team at the numbers listed below:

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PERSONAL PROPERTY DEFINITIONS

Personal Property is anything that is neither land, a building nor a record. The cabinet or computer that houses your personnel file is personal property. The personnel file itself is a record and is not personal property.

Expendable Property is something which does not last, so we can not keep track of it. Copier paper is probably a good example.

Non-Expendable Property is something which has a useful life of more than one year, and does not become a part of anything else. Your computer, desk, and chair are examples.

Accountable Property is a non-expendable item which costs more than \$5,000 and which someone must track throughout its lifetime. Borrowed, leased, or sensitive property, all of which are discussed later, are part of this definition.

Capitalized Property is any non-expendable accountable item worth more than \$200,000 or purchased on a bulk order worth \$1,000,000 or more.

Sensitive Property is any non-expendable item that may be converted to private use, or have a high potential for theft. It shall be recorded and controlled as accountable equipment. Mandatory sensitive property include the following:

Firearms, Computers (desktop/servers/laptop/hand-held), Video Cameras, Printers(other than Label Printers), Plotters, Graphic Tablets, External Drives (other than JAZ and Zip Drives), Desktop and Hand-held Scanners, Digital Cameras, Video Cassette Recorder and Players , Facsimile Machines, Multi-purpose Printers, GPS Devices, Photocopy Machines, Televisions

Threshold is the dollar value which determines if property must be tracked on an inventory account. The current thresholds are: Sensitive Property - No minimum value; Accountable Property - \$5,000; Capitalized Property - \$200,000

Operating Unit is a major part of the Department of Commerce. The Census Bureau and NOAA are examples.

Property Management Officer (PMO) is the individual appointed by the head of each operating unit, Bureau, or Agency within the Department of Commerce with the responsibility and authority to account for the effective control, acquisition, use, and disposal of personal property for that operating unit.

Regional Property Manager (RPM) is the person appointed by an Administrative Support Center (ASC) who is responsible for all the property under the ASC's purview. The RPM reports to the PMO.

Property Accountability Officer (PAO) is responsible for maintaining and administering the property control and accountability system within a designated area, usually an organization within a Line or staff officer, the PAO determines custodial areas and appoints property custodians and makes sure property records are accurate and that inventories are taken properly.

Property Accountability Area is the part of NOAA for which the PAO is responsible.

Property Custodians (PC) are the people who are responsible for keeping the property records. The PC, or someone the PC designates in writing, informs the Property Unit of new items which have been acquired, as well as taking and maintaining inventories, and having excess property removed.

Property Contact is someone designated in writing by the Property Custodian to assist him/her with maintaining property records. Additional responsibilities involve such functions as attaching bar-code labels, conducting the inventory, and completing and submitting appropriate forms, This individual serves as the primary liaison between the PC and the Property Unit.

Custodial Area is the part of NOAA for which a PC is responsible. This is usually a division.

Custodian Number - for ease of record keeping, each custodial area is assigned a unique number, which is used for all property functions. It is a 9 letter/number grouping. Each inventory is stored under this code.

Property Board of Review. A standing or ad hoc committee, appointed by the Property Management Officer, consisting of three to five members who are responsible for impartially examining facts to determine and establish the extent of personal liability for lost, stolen or damaged property and authorizing the removal of items from official property records.

Bar Code Labels are put on personal property items so we can track them as an accountable personal property item belonging to the Federal government. When a piece of personal property arrives at NOAA, one of these is attached to it. After an item is sold, donated, or in any other way is transferred out of the Department of Commerce, the label must be removed.

Bar Code Number. Each bar code label contains a number which appears in two ways — as a printed number that you can read, and as a bar code which a special machine (the bar code scanner can read. These labels' numbers identify items on the property inventory.

Unrequired Property are items that are no longer needed in a custodial area. These may be used by others in the operating unit. As an example, if you no longer needed your typewriter, someone else in NOAA could use it.

Excess Property are items which are no longer needed by DOC. These may be transferred to other Federal agencies.

Surplus Property are items which are not useful or needed by the entire Federal Government. If it has been listed as available by GSA for at least 60 days, excess property becomes surplus, it is then available for state surplus, businesses, and schools, etc.

Scrap is junk and is property no longer usable as originally intended. Its only value is for the materials

from which it was constructed. It may be obsolete, or its original purpose or function has become blurred by time and use.

Salvage is property which has some parts that are usable or which can be recycled. The item as a whole is in such poor shape that repair is not practical. An example would be an old fashioned computer terminal.

Cannibalization is to take parts from one piece of usable property and install it on another.

Reconciliation is matching property records with financial documents. When a property inventory has everything accounted for, it can be said to be reconciled.

Unreconciled Procurement Report (UPR) is a list of property transactions that have been paid for by NOAA Finance but the property has not been entered into the Property Management Information System (PMIS). Unreconciled documents fall into three categories: unreported property, errors in reporting property, and object class code errors on purchases of supplies. To “balance the books”, the Personal Property Unit must track down and correct the errors. If you have unreconciled documents, you will most likely be contacted by your servicing property specialist for assistance in correcting the errors. If you are interested in checking the status yourself, you can look at the file on the NOAA Personal property Home Page.

NFC System - Refers to the National Finance Center, located in New Orleans, which is where all of DOC and NOAA's property, supply, and personnel records are stored, maintained, and processed.

Condition Codes are assigned to property for disposal actions. The code states the physical condition of the item.

Federal Supply Class Code (FSC) Each "property family" always uses a specific identification number like its "last name." When an item is purchased, inventoried, or excessed it must be put in this specific group.

Property Representative - the Property Representative is someone in the Property Unit that has been assigned a specific NOAA organization to service in all aspects of property management.

Construction Work In Progress (CWIP) - Refers to personal property that must be designed and manufactured before being placed in service. All costs (design, labor, parts, assembly, shipping) are taken into consideration to determine the final value of the property.

ROLES AND RESPONSIBILITIES OF THE PROPERTY ACCOUNTABILITY OFFICER AND THE PROPERTY CUSTODIAN

Property Accountability Officer (PAO)

Property Accountability Officers are responsible for:

- a. ensuring the effective administration and maintenance of a system of control and accountability for personal property assigned to their accountability area.
- b. defining custodial areas within the accountability area and appointing Property Custodians (PC).
- c. ensuring that PCs have current records for assigned accountable property.
- d. ensuring that physical inventories are taken, records are reconciled, and discrepancies are investigated and resolved.
- e. ensuring that CD-52 "Report of Review of Property" for lost, damaged, or destroyed personal property are promptly prepared and processed;
- f. ensuring that property is fully utilized, safeguarded from misuse or theft, and that unneeded personal property is promptly reported for re-utilization, redistribution, or disposal.
- g. ensuring that a Property Accountability Officer's Certification is filled out and sent to the personal Property Team when a new Property Accountability Officer is appointed.

Property Custodian (PC)

The PC for the respective PAO is responsible for the immediate physical custody of all personal property under their control. The appointment of a PC may or may not correspond to the individual's official job title. The PC is responsible for:

- a. maintaining current custodial records for all accountable personal property within their assigned custodial area.
- b. initiating or processing, in accordance with Operating Unit's procedures, documents affecting the accountability custody of personal property.
- c. ensuring that personal property is properly maintained, and is used only for official purposes.
- d. identifying and reporting to the PAO any property excess to the needs of the custodial area.
- e. promptly submitting appropriate reports for lost, damaged, or destroyed property.
- f. affixing bar code labels on accountable property.
- g. managing physical inventories and reconciling inventory records.
- h. assisting with exit clearance procedures to ensure that all assigned property is accounted for.
- i. the Property Custodian will initiate and sign all CD-52,s and sign Inventory Certifications. Signature authority of the Custodian may be delegated in writing for CD-509's.

MOST FREQUENTLY USED FORMS

Form	<u>What It Is Used For</u>
CD 404	Purchase Order.
SF 120	Report of Excess Property. This form is filled out by the Property Custodian, then sent to the Property Office to schedule remove of property.
SF 122	Transfer Order. Filled out by the Property Custodian. This form is sent to GSA to acquire property from excess or from another agency (e.g., NOAA to DoD)
CD 52	Report of Review of property. The form is filled out if property is stolen, lost, abandoned, destroyed, cannibalized or otherwise unaccounted for.
NOAA 37-19	NOAA Loan Agreement. This form is used when loaning property to a non-NOAA agency or individual and the property will be used offsite. Loans may be made for a period of up to one year and must be renewed annually at the anniversary of the inception of the loan. Loan approval forms must accompany property which is being sent or removed from site.
NOAA 37-41	Personal Property Hand Receipt. Authorization for NOAA employees to take personal property home. Form must list items being taken and length of time to be used at home. Form must be signed by property custodian showing authorization and individual taking the property home to acknowledge responsibility.
CD 509	Property Transaction Request. A multipurpose form for recording the acquisition, transfer, duplication, change or deletion of property in the property records.
BL 50	(Boulder Area only) Shipping Document. Used for returning items for replacement under warranty. Peel off the bar-code from the property and return a copy of this form to the Property Unit.

PHYSICAL INVENTORIES

What is a physical inventory?

A physical inventory is the actual counting and recording of all the accountable and sensitive personal property NOAA or any other Federal agency possesses.

Doing the physical inventory is important because:

1. it makes sure that there are both complete property and financial records
2. examines how well we are keeping track of personal property
3. information can be drawn from it to determine the useful life of equipment if it needs repairing what type is being bought etc. This is helpful for long range purchasing and accounting management.

Objectives of physical inventories.

The purpose of a physical inventory is to ensure that property records and related financial accounts are in agreement with the equipment actually on hand. As an essential element of the equipment accountability and control system, a physical inventory provides for:

1. determining the completeness and accuracy of the property records and financial accounts
2. reconciling and adjusting the accountability records and the general ledger control accounts as required
3. reconciling and adjusting the accountability records and the custodial records as required
4. assessing the effectiveness of equipment accountability and control procedures and operations
5. obtaining information needed for accomplishing broader aspects of equipment management, such as identifying equipment which is being under-utilized or is just sitting around gathering dust and ascertaining things which need repairing or rehabilitating.

What property must be tagged and inventoried?

All personal property with an original acquisition cost of \$5,000 or more must be tagged. All sensitive property must be tagged and inventoried. Rules governing this property have recently changed.

All other property which has an acquisition cost of less than \$5,000 need not be tagged unless a Property Custodian wants to keep track of an item (s)he considers sensitive, even though it is not an mandatory item. Contact the Property Unit, let them know, and you may include it on your inventory.

How do I handle computers?

Monitors are no longer accountable and are not tagged. Internal devices, e.g., modems or interface cards, and operating system software are not tagged. Internal devices are included in the total cost of the system. If they are purchased within six months of the system, cost more than \$200,000 each, and extend the life of the system, then they must be accounted for by adding their value to that of the system of which they become a part. External devices, no matter how little they cost, must be bar-coded and recorded on your inventory. (An exception is made for keyboards, trackballs, and mice which are included as part of the CPU cost).

If a single software package costs more than \$25,000 it must appear on your property inventory. If it costs more than \$200,000, it must be capitalized.

How often are inventories conducted?

Department of Commerce and NOAA conduct their inventories annually.

Under what special circumstances are additional inventories taken?

If a Property Custodian must leave or give up his/her duties, a joint inventory must be taken with the new custodian to make sure that everything is in order.

An additional inventory has recently been added. Capitalized property must be inventoried aside from the normal annual inventory. This inventory certifies that all capitalized property is still on hand/in use. This inventory is generally performed during July of each year.

How is an inventory conducted?

NOAA requires a wall-to-wall inventory, once a year, during which every piece of accountable property is sighted, counted, and recorded.

How long does a property Custodian have to complete the inventory?

The custodian will be notified prior to the beginning of the process and has 90 days to complete and return the inventory to the MASC Property Unit.

Where should the bar code label be placed?

To make finding, reading, and recording the item's property number easier, tags should be attached in the same place on all similar property items. The label should be visible and easily reached. The following is the preferred order of placement: upper right corner, upper left corner, upper center, lower right, left, center or as required. Never place tags inside, underneath, behind, or in hidden nooks and crannies. If necessary, a tag may be cut to fit an odd shaped item. Always leave a 1/4 inch section on each end.

How is the Bar Code Label attached?

The bar code label sticks best to a reasonably clean surface. The surface must be smooth, and the tag must be visible, peel the label from the sheet and press it firmly onto the item.

How are these labels obtained?

Property Custodians may contact the property Team and speak to any of the Property Representatives to obtain bar code labels. They come on "peel-off" sheets of 80 to a sheet.

How is the tag included in property records?

Once the label has been attached to the item, it becomes the property identification number (PIN). When an acquisition form, indicating the bar code number, locations, and method of purchase, is forwarded to the Property Unit, the information is entered in the DOC Property Management Information System, and is tracked by that specific bar code number. From that time throughout the life of the property, all transactions must include the bar code number.

The removal of a bar-code label from an accountable piece of property without authorization may be interpreted in a court of law as evidence of an attempt to convert the property to personal use, a criminal offense under 18 U.S.C 641.

GOVERNMENT FURNISHED EQUIPMENT (GFE)

1. It is the basic policy of the government that all property required for the performance of its contracts be furnished by the contractor. However, when it becomes necessary or desirable for the government to provide property, or when the contractor will be authorized to acquire it at the Government's expense, procedures must be implemented to ensure adequate contract provisions are established to protect, account for and maintain such property.
2. Property required for performance of the contract shall be clearly identified in the contract. A determination shall be made by the Contracting Officer to either provide the property to the contractor as "Government Furnished Property" or to authorize the contractor to acquire property for the performance of the contract. The following reasons for providing government-furnished property shall be considered:
 - a. No practical or economic alternative exists.
 - b. The Department receives adequate consideration for providing the property.
 - c. Furnishing Government property is likely to result in substantially lower costs to the Government.
 - d. Other reasons, such as scarcity of materials, standardization requirements, or existence of other programs which require that property be provided by the Government.
3. When contractors are furnished with government-owned property, the Government retains title to the property and the property shall be maintained and controlled as any other accountable property held by the Department.

CONTRACTOR OWNED PROPERTY (CAP)

1. Once property requirements have been contractually authorized, action must be taken to acquire the property. Methods of acquisition include the following:
 - a. Through government-furnished property, government excess and government supply sources.
 - b. Contractor-acquired property which is purchased by the contractor for the performance of the contract.
 - c. Leasing
2. When Government property is initially placed in the control or custody of the contractor, the contractor becomes accountable and responsible for that property. The Property Administrator must ensure that the contractor's procedures provide for proper documentation of receipt, actions taken to resolve inventory discrepancies, inspection, identification, calibration, movement to storage or using areas, and control of misdirected shipments.
3. The Contracting Officer, when providing Government-furnished property to a contractor, shall ensure that the property is properly identified in the contract and that a copy of the contract is furnished to the Property Administrator. The property administrator and the contractor are responsible for accomplishing the physical inventories of the property and reconciling any discrepancies revealed by such inventory.
4. The contractor shall maintain current inventories on each contract administered. The Contracting Officer shall modify contracts as needed to identify all property furnished by the Government. The Contracting Officer shall provide for the disposition of all property with assistance from the Property Administrator.
5. The Property Administrator shall monitor and review the results of the physical inventories conducted by the contractor for contractor-held property. A copy of each inventory shall be furnished to the appropriate Contracting Officer.
6. The contractor shall modify and maintain current records of all government property and provide the Property Administrator with inventories for each contract administered. This includes subcontractor inventories. The contractor shall identify excess property with assistance from the Property Administrator.

7. Operating Units' property Management Officers will provide assistance, if needed, in establishing a control system to ensure adequate safeguards to prevent loss, damage, or theft of government-furnished property assigned to contractors. Any loss, damage, or theft of property shall be investigated and fully documented by the contractor who shall promptly notify the Property Administrator. The Operating Unit shall implement. Control, and monitor all additions and deletions to current contract inventories.
8. The contractor is liable for all loss, damage, or destruction of Government property with the exceptions of reasonable wear and tear to Government property.
9. It is the Property Administrator's responsibility to advise the Contracting Officer of any known unauthorized use of Government property. In the event the contractor uses any Government property without authorization, the contractor may be liable for rental, without credit, for such items for each month or part of a month in which such unauthorized use occurs. The only exception is that the concerned agency head may, in writing, waive the contractor's liability for such unauthorized use if the agency head determines that without such a waiver a gross inequity would result.
10. Disposal of Government property held by the Contractor can occur:
 - a. At the time of the completion of the work under the contract.
 - b. Upon termination of the contract for default or convenience of the Government.
 - c. At any time during the course of the contract when it is no longer serviceable or needed for the purpose for which it was intended, or for other use under the contract.
11. When property is reported excess by a contractor, it is necessary that interest of the Government be protected by assuring that property is physically allocable to the contract and no longer used for other work by the contractor.

ACQUIRING NEW PROPERTY

Introduction

The CD-435 and the Bank Card are the two main ways NOAA requisitions the purchase of new property. At first glance, the acquisition process seems daunting. When the various steps are examined and explained, each one's necessity and logic becomes clear. The following is what you as PAO or PC must do to easily and painlessly bring that piece of property from an acquisitive dream to an actual reality. Should you have any questions, please contact your Property Team representative.

THE CD-435

In addition to the necessary purchase information, the following information should appear on the form:

In Block E write the property contact's (requisitioner's) name.

In Block 14, insert the custodian number under the description of the item

Use the correct object class code, see list on page 15.

Remember the accountable property threshold has been raised to \$5,000 and there is no lower limit for sensitive items.

The CD-435 must go through an approval process, which varies depending on the property's object class code.

After this document arrives at Procurement, the Property Unit will review it for accuracy of the object class code. The CD-435, Request for Procurement, will then be changed into the CD-404, Purchase Order. The Purchase Order is then returned to your office.

SELECTING OBJECT CLASS CODES

The following are the most commonly used object class codes. **NOTE:** 31XX object classes are used only for accountable property.

SUPPLIES

OBJECT

CLASS **DESCRIPTION**

2618	ADP Supplies - includes paper, small repair parts, boards, ribbons, etc. Software under \$25,000.
2619	All Other Supplies - includes office supplies, subscriptions, electronic components, and laboratory supplies.
2623	Photographic Supplies.
2624	Laboratory Chemicals
2625	Office Furniture

CAPITALIZED ACCOUNTABLE PROPERTY - ACQUISITION COST GREATER THAN \$200,000 PER ITEM OR PURCHASED ON A BULK ORDER WORTH \$1,00,000 OR MORE

OBJECT

CLASS **DESCRIPTION**

3110	National Logistics Supply Center Inventory
3111	Satellites
3112	ADP Equipment - includes computers and all associated peripheral devices used for data processing.
3113	Aircraft.

OBJECT**CLASS DESCRIPTION**

3114	Ships and small craft
3115	Motor Vehicles
3116	Telecommunications Equipment
3117	All other capitalized equipment not otherwise classified.
3118	Capitalized trade-in allowance
3119	ADP software valued at \$200,000 or more with a useful life of two years or more.
3129	Capitalized CWIP

NON-CAPITALIZED PROPERTY - ACQUISITION COST BETWEEN \$5,000 AND \$200,000 AND SENSITIVE PROPERTY**OBJECT****CLASS DESCRIPTION**

3120	All property other than ADP and telecommunications equipment.
3123	ADP and telecommunications equipment.
3124	Software between \$25,000 and \$200,000.

**CAPITAL LEASES - LEASE TO OWN PURCHASE OF PROPERTY
WITH AN ACQUISITION COST GREATER THAN \$200,000 PER ITEM**

OBJECT

CLASS DESCRIPTION

3130	Equipment other than ADP and telecommunications and non-capitalized lease to own purchases.
3131	ADP equipment
3132	Telecommunications equipment

COMPLETION INSTRUCTIONS

PROPERTY TRANSACTION REQUEST

(CD-509)

General:

The Property Transaction Request is a data collection instrument in support of the DOC Personal Property System (PPS). The single sheet, multi-use form may typed or hand-written and is used to process additions to the property inventory, make changes to the existing data base, transfer property between custodians, and to make deletions.

Mail the completed Transaction Request (ORIGINAL ONLY), along with any applicable supporting documentation, to the address shown below. Ensure that a copy of the Transaction Request is retained as part of the required custodial records.

Mailing address: MASC Personal Property Unit
 MC413
 325 Broadway
 Boulder, CO 80303-3328

Detailed instructions follow. For further information or assistance please phone the Personal Property Unit at phone numbers listed on page 3.

1. ADDITIONS:

Custodian Code - Enter your assigned nine character Custodian Code e.g., 540XXM00X

Transaction Request Number - For internal use by the Property Custodian (PC) to reference specific Transaction Requests or maintain files based on a sequential numbering system. Optional, but if used, enter a unique value. One number serves the entire form.

Description Number - Leave blank.

Description - Enter a description of the type of property, e.g., "Personal Computer".

Manufacturer - Enter the name of the manufacturer of the property (not the vendor from whom it was acquired).

Model Number - Enter the manufacturer's model number or the model name. e.g., "LaserJet IIP".

Serial Number - Enter the manufacturer's serial number for the major component of the system which is tagged. Provide the entire serial number exactly as written on the serial number plate on the equipment, including all dashes and spaces, even if it includes the model number.

NFC ID Number - This is the 12-digit bar code number shown on the label you affix to the property, e.g., CD0000321321. If you do not have your own sheet of barcode labels, the Property Unit will assign a barcode for the item and send it to you.

Type of Property - Leave blank.

Location of Property - Enter the complete address where the property is located, including the building and room number.

Document Type - Check the appropriate box and attach a copy of the document to your transaction request. Bank card purchase documentation MUST include a copy of the bank card monthly statement.

Document Number - Enter the Purchase Order number or other document number if applicable. The document number for bank card purchases is the last five digits of the Bankcard number.

Line Item # - Enter the line item number as it appears on the acquisition document, transfer document, etc. Leave blank for Bankcard purchases, contracts, and imprest fund purchases.

Acquisition Cost - Enter the unit acquisition cost in dollars and cents. The acquisition cost is the cost to the Government of putting the property into use when the property is originally acquired. It includes all transportation and installation costs. It does not include training costs or warranty costs.

Acquisition Date - Enter the date as it appears on the acquisition document, e.g., the purchase order date.

Receipt Date - Enter the date the property was accepted by the Government.

Org. Code/Project Number - Enter your organization's accounting code as it appears on the acquisition document. All transactions must have an Org. code/Project Number to be processed.

Object Class - Enter the Object Class Code shown on the acquisition document.

Org Code (NFC) - Leave blank.

FSC - Leave blank.

Possession Code - Leave blank.

Multiple Adds - Use this block ONLY for recording additional quantities of the same item acquired on the same document, e.g., when acquiring 4 computers on one line of a purchase order. Record the bar-code label number and the serial number of each additional item. The form provides for the possibility that the items may be going to more than one location. In this case, provide the Custodian Number and the location for each item. If different accounting was used to acquire the items, the accounting line may be put in the column under the heading "Project No."

Remarks - Provide any additional information

Signature of Custodian - To be completed by the Property Custodian or her/his designee. Print name, sign, date and provide telephone number.

REVERSE SIDE OF FORM

Custodian Code - If using the reverse side of the form, on the top of the page, enter your assigned nine character Custodian Code, e.g., 54001M001.

Transaction Request Number - For internal use by the Property Custodian (PC) to reference specific Transaction Requests or maintain files based on a sequential numbering system. Optional, but if used, enter a unique value. One number serves the entire form.

2. CHANGE:

NFC ID Number - Enter the 12-digit bar-code number as it appears on the Master Inventory, e.g., CD0000321321.

Item to be Changed - Enter the name of the data element to be changed, e.g., serial number, cost, condition code, etc.

Old Data - Enter the current value of the data element to be changed i.e., the "Old Value"

New Data - Enter the value of the data element as it is to appear after the change is made.

3. TRANSFER:

NFC ID Number - Enter the 12-digit bar-code number as it appears on the Master Inventory e.g., CD0000321321.

Serial Number - Enter the serial number of the property to be transferred as it appears on the master inventory if applicable.

Description - Enter a description of the type of property e.g., "Personal Computer".

Gaining PC Code - Provide the gaining Custodian's Code if possible. Otherwise, this block should be completed by the gaining PC (the Custodian receiving the property) when signing for the property.

New Location - Provide the new location for the property including the mail routing code, and room number whenever possible.

Signature of Gaining PC - To be completed by the Custodian or her/his designee receiving the property. Print name, sign, date, and provide the telephone number.

NOTE: Transfers of property between Custodians will not be processed without the signature of the gaining Custodian or her/his designee. It is the responsibility of the gaining Custodian to submit the completed Transfer Request form to their servicing ASC.

4. DELETE

IMPORTANT NOTE: Requests for deletions from the Master Inventory WILL NOT be processed without appropriate supporting documentation, e.g., completed Property Board of Review Actions (CD 52), signed SF122, SF120, or SF123.

NFC ID Number - Enter the 12-digit bar-code number as it appears on the Master Inventory e.g., CD0000321321.

Type - From the list provided on the form. enter the alpha character assigned to the type of deletion. Please remember that all deletions other than Transfer to NON-DOC require some type of supporting document (SF120, CD52,etc)

Signature of Custodian - To be completed by the Property Custodian of record. Print name. sign, date and provide the telephone number.

U. S. Department of Commerce **Property Transaction Request**

Custodian Code Your Custodian Account Number		Transaction Request Number	
1. Addition		Type: <input type="checkbox"/> New Acquisition <input type="checkbox"/> Inventory Adjustment <input type="checkbox"/> Other _____	
Description Number Leave Blank		Description Name of Item	
Manufacturer		Model Number Serial Number	
NFC ID Number		Type of Property Leave Blank	
		Useful Life Leave Blank	
Building Number <u>33</u>		Room Number <u>1B104</u>	
		FIPS (if known) _____	
Street Address _____			
City _____		County _____ State _____ Zip _____	
Document Type (Check One) <input type="checkbox"/> 40 Purchase Order <input type="checkbox"/> 50 Contract <input type="checkbox"/> 14 Bank Card <input type="checkbox"/> 22 GSA Fedstrip <input type="checkbox"/> 43 Leases Rentals <input type="checkbox"/> Other _____			
Document # PO Number or bankcard number		Line Item	
Org. Code / Project Number		Aquisition Cost Leave Blank	
		Aquisition Date Leave Blank	
		Receipt Date Leave Blank	
Multiple Adds (use this section to record multiple "adds" of the same item procured on the same document)			
NFC ID		Serial No.	
		Custodian Code	
		Bldg	
		Room No.	
		Project No.	
For multiple purchase of same item			
Remarks			
Signature of Custodian (Print Name) Name		Date	
		Telephone	

MASC PERSONAL PROPERTY MEMO

The personal property memo is used instead of the CD509 for new property that is processed through the MASC Receiving Unit. Accountable property that is delivered to the Receiving Section in Building 22 is tagged by the Personal Property Unit. When we do that tagging, we generally don't have all of the necessary information on the item to enter it into the personal property system. When this happens, we will initiate the memo and send it to the requisitioner. The memo is a simplified version of the CD509. We will enter the items that we can locate on the item/packing slip, usually the make, model, serial, and barcode number. We will highlight the items that we need, usually the purchase, custodian, and location information. After entering the highlighted information, the requisitioner should return the for to the MASC Property Unit or give to the appropriate property custodian.

If you wish, you can also use the memo in place of the CD509 for property transactions. The memo has all of the information that is need to create a property record, and can be used for acquisitions, transfers and corrections. It cannot be used for deletions. If you like the format of the memo, you are welcome to create a similar version.

National Oceanic and Atmospheric Administration,
Host Agency serving:

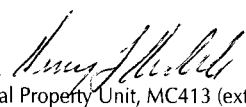
Bureau of the Census
Bureau of Export Administration
Economic Development Administration
International Trade Administration
Minority Business Development Agency
National Institute of Standards and Technology
National Telecommunications and Information Administration
Office of the Inspector General



U.S. DEPARTMENT OF COMMERCE
Mountain Administrative Support Center
325 Broadway
Boulder, Colorado 80303-3328

Date: ____ / ____ / 00

MEMORANDUM FOR:

FROM: Henry Kordek 
MASC Personal Property Unit, MC413 (ext. 5647)

SUBJECT: Personal Property

In order to enter data to the property system, additional information is required. Please "fill in" the information that has been **highlighted**. A copy of the document used to purchase the item is attached.

ORDER INFORMATION: ☐ Purchase Order ☐ Contract ☐ Bankcard ☐ Re-order ☐ Replacement
☐ Trade-in Upgrade ☐ Cost Adjustment ☐ Other _____
☐ Unreconciled Bankcard Purchase on Suspense Over Two Months

☐

REQUEST FOR INFORMATION: Fill in the highlighted areas and return to the MASC Property Office, MC413.

PO/Contract/Bankcard # _____ Line Item # _____
Model _____ Serial # _____ Barcode # _____
Description _____
Qty _____ Cost _____
Manufacturer _____ Vendor _____
Division/Section _____ Requisitioner _____
Responsible Contact Person (If other than requisitioner) _____
Cost Center/Project # _____ Property Location (Bldg/Rm #) _____
Object Class _____ Date Received _____ Custodian # _____

☐

Direct Delivery. Equipment delivered directly to your lab without a barcode tag. Please locate and affix either (a) the attached barcode or (b) one of your barcodes to the equipment and return this memo with the serial number and other information as highlighted above.

☐

Cost adjustment. This item is either too small to tag or is a component part of a larger unit. Please indicate the barcode number of the larger unit here: # _____ and return this memo.

☐

Attachment



INTER-AGENCY TRANSFERS

An inter-agency transfer is the transfer of personal property between DoC and any other government agency. The Federal Property Management Regulations (FPMR) still requires the use of the SF-122 form for inter-agency transfers. The FPMR also requires GSA approval for these transfers. The form must be completed per the sample on the next page and sent to the MASC Property Unit. We will then sign it, assign a control number and then it to GSA for their approval. GSA rarely disapproves these transfers, but we still have to do the paperwork. The SF-122 is required for both accountable and non-accountable personal property.

The SF-122 can also be used for some types of property donations. Please call the Property Unit for more information if you are considering a property donation.

STANDARD FORM 122
JUNE 1974
GENERAL SERVICES
ADMINISTRATION
FPMR (41 CFR) 101-32.306
FPMR (41 CFR) 101-43.315

TRANSFER ORDER EXCESS PERSONAL PROPERTY

1. ORDER NO.

2. DATE

3. TO: General Services Administration*

Address of servicing GSA region.
If uncertain, contact property unit

4. ORDERING AGENCY (Full name and address)*

Name and address of your agency

5. HOLDING AGENCY (Name and address)*

Name and address of agency that has
the property.

6. SHIP TO (Consignee and destination)*

Shipping/delivery address

7. LOCATION OF PROPERTY

Physical location of property

8. SHIPPING INSTRUCTIONS

Special shipping instructions

9. ORDERING AGENCY APPROVAL

a. SIGNATURE

Henry J. Kordek

b. DATE

10. APPROPRIATION SYMBOL AND TITLE

c. TITLE

MASC Regional Property Manager

11. ALLOTMENT

12. GOVERNMENT B/L NO.

13. PROPERTY ORDERED

GSA AND HOLDING AGENCY NOS. (a)	ITEM NO. (b)	DESCRIPTION (Include noun name FSC Group and Class, Condition code and, if available, National Stock Number) (c)	UNIT (d)	QUANTITY (e)	ACQUISITION COST	
					UNIT (f)	TOTAL (g)
	01	Personal Computer, Dell Model 2100, serial number XZA6W, CD0000325687	ea	01	1500.00	1500.00

14. GSA APPROVAL

a. SIGNATURE

b. TITLE

c. DATE

FOR GSA USE ONLY	AGENCY AND LOCATION				FSC	CONDITION	SOURCE CODE
	AGENCY	STATE					

*Include ZIP Code

PERSONAL PROPERTY MAINTENANCE

Much attention is paid to property acquisition and disposal. The time in between these crucial events is usually overlooked. The following are steps that should be taken in between these necessary processes to make taking the inventory and removing items easier and improve your record's accuracy.

Whenever an item is moved to a different location within the same custodial area, make a personal note of the change. This "ounce of prevention" is especially important if the same PC is responsible for property in more than one building. When inventory time rolls around, everyone's stress level is greatly decreased. Notifying the Property Team of these internal changes is optional.

If items are to be moved between custodial areas or other organizational units, the CD-509 must be completed and submitted. Again, taking this necessary step at the time of the actual event will greatly streamline and improve the inventory's accuracy. The CD-509 and its instructions are available from your Property Team contact who will be willing and available to answer any questions.

Throughout the year, if property should become lost, stolen, damaged, or destroyed, fill out and submit a form CD-52. See pages 45-46 for information on filling out this form.

EXCHANGE OF EQUIPMENT

Introduction

As we know, it is cheaper to trade than to buy new. Realizing this fundamental fact, guidelines have been developed to make exchanging property easy and fair.

Before the item can be exchanged, it must be excess to the needs of the Department of Commerce.

A financial depreciation schedule lists an item's approximate worth at a given time. An example would be the "blue book", which gives a car dealer the approximate worth of a trade-in. GSA has developed similar documents for all kinds of property. These must be used to determine the true worth of the item to be exchanged.

The items may only be exchanged for similar equipment. A calculator can not be traded for a computer, but it can be exchanged for another calculator.

The exchange and the value of the exchange must be listed on the acquisition documents and be reviewed by the Property Unit and approved by Acquisition Management. The individual performing the exchange is responsible for any packing and shipping costs

LOANING PERSONAL PROPERTY

What is NOAA's Policy for Loaning Personal property?

It is the policy of NOAA that loans are to be discouraged. Generally speaking, if an organizational unit can afford to give up a piece of personal property on a loan basis, that item is no longer required by the unit and should be declared as excess and transferred out of the unit so other Federal offices may have an opportunity to pick the item up for their own use. It is understood, however, that certain special, justified circumstances occur in which a loan provides the best use of the federal property.

Who may borrow NOAA Property?

NOAA property may be loaned to Federal government employees, or to non-federal government personnel in situations in which there is documented benefit to the Federal government (though not necessarily NOAA) which will result from such a loan. The office, program, functions or mission of NOAA must not be impaired by this action. Vehicles may never be loaned.

How long can the loaned property be kept?

There is not such thing as an indefinite loan. The period of the loan must be clearly defined. Loans may be for no more than one year with adequate justification. A loan may not be renewed more than three times. Renewals must be undertaken with the same justification and approval requirements as a new loan. (See below).

When may property be loaned to NOAA employees?

Items may not be loaned for personal use. We can not take the laptop home to keep the little league batting averages. There are special circumstances when items may be used at home, and these will be discussed in the following section.

What are the borrower's responsibilities?

Except for normal deterioration from use, property must be returned in the same condition as it was before the loan. Normal wear and tear are excepted.

Transportation of the property must be undertaken by the borrower. All damages, repairs, and replacement costs are the borrower's responsibility.

When asked, the borrower must be willing, and most importantly able, to tell NOAA where the property is located.

What is the loan procedure?

Requests for approval of a loan of more than 30 days are submitted to the Personal Property Unit by memorandum with a NOAA Form 37-19 (Property Loan Agreement and Receipt) attached. The conditions of the agreement as set forth under "Conditions of Loan" on the form may not be changed, but may only be expanded under item 8.

The justification memorandum must:

declare that the property is not currently required by the custodial office declare that the property is not excess property, that it will still be needed by the office upon its return to the loaning unit.

declare that the loaning office will not require a substitute item from excess or other sources during the course of the loan.

The Property Loan Agreement and Receipt (NOAA Form 37-19) must:

specify the period of the loan agreement, which must not be fore more than one year.

completely describe the property being loaned, including the Property Identification Number and any serial numbers. briefly state the purpose of the loan.

be signed by the Property Custodian in the signature block in the upper right-hand come' of the form.

A copy of the 37-19 is given to the borrower, one is retained by the loaning office, and a copy is sent to the Property Unit for final approval.

Who keeps track of loaned property?

The loaned property will remain in the inventory of the unit loaning the property. During annual physical inventories, the Custodian must account for it.

NOAA FORM 37-19 (5-75) (PRES. BY NDM 37-170)		U.S. DEPARTMENT OF COMMERCE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION		This is a carbonless paper set. No carbon paper is required.	
PROPERTY LOAN AGREEMENT AND RECEIPT					
TO: NAME AND ADDRESS OF ACCOUNTABLE PROPERTY MANAGEMENT OFFICE <i>(Submit in triplicate)</i> MASC Personal Property Unit - MC413 325 Broadway Boulder, CO 80305			FROM: ORGANIZATION Loaning Agency		
			SIGNATURE OF AUTHORIZED OFFICIAL Property Accountability Officer		
			TITLE		DATE
NAME AND ADDRESS OF BORROWER Individual or Organization Receiving the Loaned Property			SHIPPING ADDRESS <i>(If different from borrowers)</i>		
DATE TO BE LOANED			DATE TO BE RETURNED		
EQUIPMENT TO BE LOANED					
QUANTITY	DESCRIPTION				COST
_____	_ Make, model, serial number and CD number of loaned property. _____				_____
_____	_____				_____
_____	_____				_____
_____	_____				_____
_____	_____				_____
PURPOSE OF LOAN					
CONDITIONS OF LOAN					
1. The borrower of the above equipment agrees to return same in like condition as received from the National Oceanic and Atmospheric Administration, normal wear and tear accepted, on or before the above return date, unless the loan period is formally extended. 2. In case of loss or damage beyond repair the National Oceanic and Atmospheric Administration shall be reimbursed at the current price of replacement. 3. The equipment shall not be loaned or transferred to a third party without the written consent of the National Oceanic and Atmospheric Administration. 4. The borrower shall account for the equipment whenever so requested. 5. The right is reserved to cancel the loan or recall the equipment upon <u>90</u> days notice. 6. The borrower shall assume all transportation costs involved. 7. Government saved harmless. 8. Other conditions:					
APPROVED			RECEIVED <i>(Please complete the information below and return original to the Accountable Property Management Office shown above)</i>		
LOANING ORGANIZATION Your agency			BORROWING ORGANIZATION Loanee		
SIGNATURE OF AUTHORIZED OFFICIAL Property accountability officer			SIGNATURE OF AUTHORIZED OFFICIAL Loanee signature		
TITLE			TITLE		
DATE APPROVED			DATE RECEIVED		

USE OF NOAA PROPERTY AT HOME

When may NOAA property be used outside the office?

NOAA employees may take an item home if they must use it to regularly perform special tasks after hours. For example, if a Computer Systems Operator is on call, he may need to take a pager home so he may be easily reached.

If a person must work at home, in the field, or on business, the items required for job performance may be loaned.

Who approves the loan?

Your Property Custodian approves the loan.

What procedures need to be followed?

A NOAA Form 37-41, is used to authorize taking the property home. After approving the pass, the Property Custodian should retain a copy for his file and give a copy to borrower. When the borrower departs the premises with the property, the pass must be shown to appropriate security personnel.

NOAA FORM 37-40 (1/99)			
PERSONAL CUSTODY PROPERTY RECORD / HAND RECEIPT			
PROPERTY ISSUED TO:		DIVISION/BRANCH	LOCATION: RM./BLDG.
NAME: (LAST) (FIRST) (M.I.)			HOME PHONE NUMBER
Statement of Responsibility: I have received the item(s) listed below on the date indicated. I accept personal responsibility for the property and will surrender it upon demand, transfer, or separation from the Government. I further understand that failure on my part to exercise responsibility for the care and protection of the item(s) listed below could result in pecuniary liability established in accordance with DOC Personal Property Management Policy Manual, Part 4.9.			
BAR CODE NUMBER	DESCRIPTION (INCLUDING MAKE, MODEL, SERIAL NUMBER AND ACCESSORIES)		COST
NAME OF PERSON RECEIVING PROPERTY		TELEPHONE NUMBER	ITEMS ARE TO BE RETURNED TO:
SIGNATURE:		DATE	ISSUING OFFICE LOCATION
NAME OF ISSUING PROPERTY CUSTODIAN		RETURNED:	DATE
SIGNATURE:		RECEIVED - SIGNATURE OF PROPERTY CUSTODIAN	

EXCESS PROPERTY

Introduction

The NOAA Personal Property Unit, the MASC, CASU, and GSA, work together to remove, screen, and dispose of NOAA's excess personal property. At any time during this process, please feel free to call your Property Unit contact with any questions or concerns at the numbers listed on page I.

The SF-120

The PC or PAO submits a SF-120 to the Property Unit contact. This form requests that excess property be removed. Extra copies of the SF-120 may be obtained from the storeroom or from your Property Unit contact.

Submit completed form to: MASC Property Unit - MC413
 325 Broadway
 Boulder, CO 80303

When the Property Unit receives the SF-120, the item will be researched, grouped together and assembled in a report distributed to all other organizations who may have a need for this property. A copy of the approved SF-120 with an assigned Control Number will then be returned to the Property Custodian.

In order to have a request completed, the SF-120 must be completed per the following example.

STANDARD FORM 120 REV. APRIL 1957 GEN. SERV. ADMIN. FPMR (41 CFR) 101-43.311		REPORT OF EXCESS PERSONAL PROPERTY		1. REPORT NO.	2. DATE MAILED	3. TOTAL COST Total of all \$ Listed Items	
4. TYPE OF REPORT <i>(Check one only of "a," "b," "c," or "d")</i>	<input checked="" type="checkbox"/> a. ORIGINAL <input type="checkbox"/> b. CORRECTED	<input type="checkbox"/> c. PARTIAL <input type="checkbox"/> d. TOTAL W/D	<i>(Also check "e" and/or "f" if appropriate)</i>		<input type="checkbox"/> e. OVERSEAS <input type="checkbox"/> f. CONTRACTORS INV		
5. TO (Name and Address of Agency to which report is made) THRU CASU, DFC, Bldg. 41, Room 137 PO Box 25305 Denver CO 80225-0305					6. APPROPR. OR FUND TO BE REIMBURSED (If any)		
7. FROM (Name and Address of Reporting Agency) MASC Personal Property Unit -- MC413 325 Broadway Boulder CO 80303					8. REPORT APPROVED BY (Name and Title)		
9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.) Your name, address, and telephone number Your custodian number					10. AGENCY APPROVAL (If applicable) Custodian or PAO		
11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.) MASC Personal Property Unit -- MC413 325 Broadway Boulder CO 80303 (303) 497-5336					12. GSA CONTROL NO.		
13. FSC GROUP NO. Do not mix FSC Groups	14. LOCATION OF PROPERTY (If location is to be abandoned, give date) Building and Room Number		15. REIM.REQD YES NO		16. AGENCY CONTROL NO.	17. SURPLUS RELEASE DATE	

EXCESS PROPERTY LIST					ACQUISITION COST		FAIR VALUE % (h)
ITEM NO. (a)	DESCRIPTION (b)	COND (c)	UNIT (d)	NUMBER OF UNITS (e)	PER UNIT (f)	TOTAL (g)	
01	Description, make model, serial number, CD number and Y2K compliance	see list below	ea	qty			Do not use this column
01	Example: Personal computer, Dell, model 2100, serial number XAZ6W, CD0000319285, Y2K non-compliant.	4	ea	01	\$1500.00	\$1500.00	
	Condition codes: 1 - Unused 4 - Used 7 - Repairs Needed S - Scrap X - Salvage Y2K Compliance: Compliant Non-Compliant Unknown						

Disposal Tips

If the property to be removed is located in a different place than you are, clearly write both addresses on the SF-120.

Give a clear description of the property to be picked up. This is especially important for heavy, large, or bulky items. The Property Unit contact must be forewarned and have the property equipment and number of employees for safe and quick removal.

If the item has a bar code label attached, note the number on the SF-120. This will expedite processing your request.

Your SF-120 is returned to you, and while you are labeling the items, check to make sure that what is on the report agrees with what is in front of you. If you find any discrepancies, call your Property Unit contact.

Clearly tag items. Place tags in visible locations. Otherwise the wrong things may be taken.

Place all excess to be removed in a secure area. This will eliminate theft, borrowing, and the consequent future difficulty reconciling your records. If the driver does not see an item, he draws a line through it and considers it unsighted, and it remains on your inventory records.

Only tagged property will be removed. When the CASU personnel arrive, you may not add extra items. Since these will not have been listed on the report, there will neither be space in the trucks nor extra time to pick them up. Most importantly, if you do manage to talk the driver into taking them, they will not be deleted from your records and appear as unsighted or unreconciled.

Many items, such as in/out baskets or trash cans are considered scrap. The cost of removing them is more than they are worth. You may dispose of them as you choose. Check with your Property Unit member if you need clarification about what may or may not be thrown out.

After your property has been removed, and in order that your records will be accurate and complete, promptly return paper work to the Property Unit.

The Removal Process

After all items have been listed on the SF-120, send this form to your Property Unit contact. The Property Unit member will contact you to schedule a pickup date. On the removal day, the driver will bring copies of your reports. After loading the excess property, the driver will certify that he has accepted the items, and return these copies to the Property Unit. When the Property Unit has received this certified copy, the property will be removed from your inventory.

The Screening Process

During the screening process, items generally stay in the Property Custodian's office area set aside for excess while GSA and MASC advertise the availability of the property. In accordance with Federal regulations, other federal agencies, states, schools, and finally businesses and private individuals, may examine and acquire the items. Contact your Property Unit member if you have questions about this process.

WHAT TO DO WITH OBSOLETE COMPUTER SOFTWARE

The following procedures are based on information acquired from the Software Publisher's Association. Most of NOAA's programs are not owned outright. A licensing agreement is undertaken with the publishing company. Each one varies, so these are general rules of thumb.

There are three ways to dispose of obsolete software. An individual may pursue the one which best meets his/her needs.

Donation - If you wish to give software to another group or individual, contact the program's publisher who may have a list of approved recipients. Wordperfect is a prime example of this. If you contact them, they will give you names of people whom they permit to receive copies of outdated software.

Disposal - Obsolete program discs may be either conventionally re-formatted, or passed in front of a strong magnet, e.g., bulk tape eraser. Both processes ensure that the data has been permanently removed, and the disc can be reused for other purposes. Once either of the processes has been accomplished, these disks are treated as simple supply items, which fall below the threshold for excess screening. Additionally, software and all accompanying documentation may be thrown away.

Excessing - A third alternative is to inform the Property Unit of your software's availability, and we will advertise it to see if other DOC or NOAA areas would be interested in obtaining it.

LOST, STOLEN, DAMAGED OR DESTROYED PROPERTY

What do I do if I find lost, stolen, damaged or destroyed property?

1. The individual discovering the property missing, damaged, or destroyed shall immediately notify his/her immediate supervisor of the incident and initiate an investigation within the immediate area to determine the circumstances surrounding the loss.
2. Immediately contact DoC Security (303) 497-3530 and local law enforcement to request that the incident be reviewed by them.

What is the Property Board of Review?

The Property Board of Review decides if any action is required against the responsible employee under circumstances of lost, stolen, damaged or destroyed NOAA property. The circumstances surrounding these unfortunate occurrences are reviewed and recommendations for ensuring that these problems do not reoccur are forwarded to the PMO who may either concur with the findings or request more information.

Membership

Board membership is drawn from NOAA personnel from the various Line organizations with NOAA. The Board consists of not more than four members appointed by the PMO or his/her designate for a period not to exceed two years. In the absence of a justifiable determination to the contrary, PMOs, RPMs, PAOs and PCs are not permitted to serve on a Property Board of Review. They may act, however, in an advisory capacity. The PMO designates one of the Board members to serve as Chairperson. At the end of two years, the PMO or his/her designate will contact the Board members to inquire if they would like to serve another two years. If a Board member has to be replaced, a new member will be selected within thirty days. The PAO or his/her designate, serves as an adviser to the Board.

What are the procedures I need to follow

After the local jurisdiction personnel have completed their review and written reports, the employee with the most knowledge about the circumstances must prepare a Report of Review of Property (Form CD-52) and forward the report with any supporting documents to the PC for review and signature under the following circumstances:

1. The incident is known or suspected to be the result of willful intent or gross negligence, regardless of the property value.
2. The item of property involved has an original acquisition cost of \$5,000 or more (unless the PAO certifies in writing that the particular circumstances clearly indicate that a review is unwarranted. This would be the case when there is no reason to suspect neglect, misuse, or theft, such as cases of apparent inventory processing discrepancies).
3. Accountable items that may be converted to private use, or have a high potential for theft.

Attached to the CD-52 should be a copy of the security investigation report along with a written statement outlining the steps taken to investigate the incident. If a copy of the investigation report is not available, at

a minimum the report number should be provided with the CD-52, and should include a statement on how the incident will be prevented in the future. After signing the CD-52, the Property . Custodian forwards the form to the Property Accountability Officer for his/her review and signature. The Property custodian and Property Accountability Officer may conduct their own review of the incident. A written statement outlining their efforts is then prepared.

Immediately upon completion of the report, the Property Accountability Officer forwards the report with supporting documents to the Personal Property Team, MC-413, who direct the convening of a Property Review Board. All reports should be in the Personal Property Team within 10 days after the incident.

Property Purposely Damaged/Destroyed or Cannibalized

When accountable property is purposely damaged, destroyed, or cannibalized in accordance with the mission of a particular program, each such incident shall be reported by the Property Custodian by the use of Form CD-52.

in complying with the Department of Commerce Personal Property Management Manual, Chapter 5, Section 5.3001, cannibalization of Department of Commerce owned property may be conducted only if all the following conditions exist:

1. repair of the broken or worn part is not possible.
2. required parts are not available from other units previously cannibalized.
3. the benefit realized from cannibalization exceeds the estimated trade-in or sale value of the unit being considered for cannibalization.
4. a CD-52, Report of Review of Property, must be signed and approved by the Property Management Officer or a Property Board of Review, indicating that actions have been taken to verify the conditions listed in paragraphs a. through c. on any item of property with a unit acquisition cost of \$5,000 or more or any sensitive item.

The Property Custodian forwards the report with all supporting documents to the Property Accountability Officer for review and signature.

The Property Accountability Officer reviews all documents and forwards the report with supporting documents to the Property Review Board.

How does the Property Board of Review determine liability?

Recommendation of monetary liability or disciplinary action is based on a preponderance of evidence that the employee was neglectful of his duties, careless, or had wrongful intent while working.

A recommendation to hold an employee liable will be made when an investigation determines:

1. that the property was missing, damaged or destroyed as a result of its being used for other than official purpose
2. that the loss, damage or destruction was due to simple or ordinary neglect or negligence, which is an act or the failure of the employee to exercise the degree of caution, attention and vigilance necessary to protect the interest of the Government

3. that the loss, damage or destruction was due to gross negligence, which is an act or omission of the employee which includes elements of misconduct, willful negligence, or a wanton and reckless disregard for property.

When an employee has been found liable and wants to make restitution or repairs, the Property Board of Review may elect to accept this offer contingent on the entire liability being covered and the replacement not costing the government anything.

When making its determinations, what are some factors the Property Board of Review considers?

Is there enough evidence to support the claim? Mistakes, judgment errors, and/or physical limitations are always considered. Is this a one-time incident or part of a larger pattern? Have person(s) in authority made Property policies and procedures clear? Have proper security and loss prevention procedures been implemented and observed?

Are there factual repair, construction, replacement, rehabilitation, depreciation, or resale statement and/or estimates present?

Employees will not be determined to be liable for loss, damage or destruction attributable to inadequate supervision or instruction, inexpert use or inherent defects in the property.

To determine the amount of financial liability, the Board will follow the Department of Commerce Personal Property Management Manual, Chapter 4, Section 1008.

The Property Accountability Officer may approve Report of Review of Property when the individual item costs less than \$5,000.

. The Property Management Officer shall refer incidents to the Property Board of Review for investigation under the following circumstances per the Department of Commerce Personal Property Management Manual, Chapter 4, Section 1002:

- a. the incident is known or suspected to be the result of willful intent or gross negligence, regardless of the property value;
- b. the item of property involved has an original acquisition cost of \$5,000 (with consideration also given to fair market value of the property) unless the PMO certifies in writing that the particular circumstances clearly indicate that a review is unwarranted. This would be the case when there is no reason to suspect neglect, misuse, or theft, such as cases of apparent inventory processing discrepancies.

What happens if there is a dissenting opinion?

Whenever there are dissenting opinions from the findings and recommendations among the members of the Board of Review, the majority opinion will be the recommendation of the Board. The minority view will be appended to the report for the employee's line manager.

How does the employee learn of the Board's findings?

A copy of the Board's findings will be sent to the employee along with a memorandum advising the employee to respond in writing to the approving official within ten business days.

What avenue(s) of response does the affected employee have?

An employee has the right to have an adverse finding reviewed by higher authority. A request by the employee for such a review will be submitted in writing to the Property Management Officer and will set forth in detail the specific reasons that the findings should be reviewed. The PMO will forward the request, his/her comments and the complete Board of Review record to the Director, Officer of Procurement, Grants and Administrative Services Office, as the reviewing authority. The decision of the reviewing authority shall be final. Whether the employee concurs or disagrees with the results, a written reply must be forwarded to the Board. If no response is received, it is assumed that the employee agrees with the findings, and actions will proceed.

How is the money collected?

The employee's organization will prepare an SF-1114 Bill for Collection which will be forwarded to the National Finance Center for action.

Who learns of the Board's findings?

In addition to the person(s) who reported or were charged with the loss, theft, or damage of NOAA Property, the appropriate approving official/ the Employee Relations and Advisory Services Branch, Office of Personnel; and the individual violator's organization are informed of Board actions.

FORM CD-52 LF (REV. 11-84) DAO 217-9		U.S. DEPARTMENT OF COMMERCE		DATE XX/XX/00	
REPORT OF REVIEW OF PROPERTY				NUMBER	
				PRIMARY ORGANIZATION UNIT	
				OFFICE OR STATION REPORTING Your Custodian Account Number	
INSTRUCTIONS Submit a separate report for each category: Lost, stolen, destroyed, damaged, sacrificed or unserviceable property.				LOCATION	
QUANTITY <i>(Each)</i>	DESCRIPTION IN DETAIL	UNIT ACQUISITION COST	TOTAL COST OF UNITS	ESTIMATED PRESENT VALUE	
	Description of Item, including make, model, serial number, and CD number. Fill out separate CD52 for each category: Lost, stolen, damaged, cannibalized, etc. Do not mix accountability threshold: Items under \$5,000 on one CD52 Items over \$5,000 on another CD52.				
TOTAL			0.00		
EXPLAIN CIRCUMSTANCES CAUSING REPORTED STATUS OF PROPERTY This section to be filled out by custodian. Give detailed explanation of loss, etc. Custodian signs certification below and forwards CD52 to Property Accountability Officer (PAO) for approval.					
CERTIFICATION — I HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.					
_____ SIGNATURE OF PROPERTY CUSTODIAN			_____ TITLE		

CANNIBALIZATION

It often is the case that the best utilization of Government property calls for taking working parts out of one broken piece of equipment to fix a second broken item. There is not a problem with doing this. This is not classified as cannibalization. However, it is essential that the broken piece taken out of the second item be reinstalled in the first piece in order to retain the identity of the first piece. Once all usable parts have been removed from a piece of equipment, and it can no longer be used for parts, it can be excessed with a condition code of "Salvage". Realize, however, that you can not excess an empty case as a computer. The item which is in the property system as a computer and is being excessed as a computer, must though broken and inoperable, still be recognized as being a computer.

If however, one takes a part out of a working piece of equipment thereby rendering it inoperable, this constitutes cannibalization. This action must be approved by a Board of Review prior to the cannibalization taking place in accordance with the procedures outlined above. The level of approval for the CD-52 depends on the acquisition cost of the item being cannibalized.

PERSONAL PROPERTY ON THE INTERNET

1. There is a great deal of information available on the world wide web to help property custodians in managing their personal property accounts. Presently, there are two web sites available to custodians. The first is the NOAA Personal Property Home Page (www.pps.noaa.gov); the second is the MASC Property Management Branch Home Page (www.masc.noaa.gov/masc/fld/fld_prop.html).
2. **NOAA PERSONAL PROPERTY HOME PAGE** - Contains the following links:
 - a) **Unreconciled Personal Property** -- Provides a listing of unreconciled personal property acquisitions. Information on this report is sorted by organizational code. The report provides data on document type, document number, org code, project number, object class code, acquisition amount remaining, acquisition date and terminal code. Reports may be viewed or downloaded. This data is normally updated every twice a week.
 - b) **Inventory Listings and Data Files** -- Provides several types of personal property inventories. Inventories can be sorted by property custodian or property accountability officer. Inventories can be sorted alphabetically or numerically by bar code and set up to list all property, capitalized property, or just sensitive property. Inquiries can also be performed individual bar code numbers. Data files of custodian inventories can be prepared. All of these reports/files can be downloaded or just viewed. This data is usually updated weekly.
 - c) **Accountable property and FY2001 Object Classes** - Provides a current list of accountable property and accountable property object class codes for FY2001.
 - d) **Determine Property Accountability** -- This is a utility to assist you in determining is an acquisition is accountable property. Answering all of the questions on this utility will tell you the acquisition is/is not accountable personal property.
 - e) **Determine Object Class Code** -- An excellent utility for selecting the correct object class code for accountable personal property. After you answer all of the questions, this application will select the correct object class code.
 - f) **Property Description Codes** – List of NFC description codes for accountable persona; property.
 - g) **Enhanced UPR** – Personal Property staff access only.
 - h) **Lease Determination Worksheet** -- Utility for determining lease types.

- i) **Net Book Value Worksheet** -- This utility is used to determine the current book value of personal property that was originally purchased by another government agency and now belongs to DoC.
- j) **Personal Property Definitions** -- Explanation of personal property terms.
- k) **Policies, Standards, Procedures & Regulations** -- Regulations, manuals, etc. pertaining to the management of personal property.
- l) **Capitalized Personal Property** -- Information pertaining to capitalized personal property. For use by MASC Personal Property Unit only.
- m) **FY2001 Inventory Schedule** -- Schedule for performing FY2001 personal property inventories.
- n) **FSC Groups and Classes** -- List of federal supply system stock groups and classes.

3. **MASC PROPERTY MANAGEMENT BRANCH HOME PAGE:** Contains the following links:

- a) **NOAA Property** - A link to the NOAA Personal Property Home Page.
- b) **MASC Points of Contact** -- Email links to the MASC Personal property Unit
- c) **Property Inventory** -- Link to the inventory utility on the NOAA Personal property Home Page.
- d) **CD 509** -- Electronic CD 509 Additions link is still under construction, but Change, Delete, and Transfer buttons work. Sends information directly to the MASC Personal property Unit.
- e) **Report of Excess Personal Property - SF 120** -- Automated SF 120 (still under construction).
- f) **MASC Personal Property Handbook**
- g) **Personal Property Forms** -- SF 120, SF 122, CD 52, NOAA 37-19, CD 509.
- h) **DOC Personal Property Manual**
- i) **General Property Information**
- j) **Selecting the Proper Object Class** -- Link to the object class utility on the NOAA Personal Property Home Page.

